

**SEMHAC**  
**PEOPLE WHO CARE (PWC) COMMITTEE MEETING**  
**DETROIT HEALTH DEPARTMENT**  
**7<sup>th</sup> Floor Chapel**  
**April 28, 2003**  
**6 – 8pm**

**MEETING MINUTES**

**PRESENT**

Calvin Scarber, Co-Chair  
Catherine Williams, Co-Chair  
Elizabeth Dawsey  
Curtis Crowell  
Eddie Hollis  
Felix Sirls  
Maxine Lee  
Michael Williams  
Milton Evans  
Richard Spalding  
Teresa Smith  
Waymond Burks  
Willie Avinger  
James Curry  
Sheryl Davis  
David Kinchloe  
Dannie Jones  
Paula Sirls

**SEMHAC**

Joy Royes, Planning Coordinator  
Karla Handley, Sr. Program Consultant

**GUEST**

Manesia Patterson  
Paula Sirls  
Ronney Bishop  
Pearla Starks  
Delores Valentine  
Clyde Foster  
Pamela Edmon  
Karen Jones

**I. Call to Order**

Meeting called to order by Co Chairs at 6:05 P.M.

**II. Moment of Silence**

A moment of silence was observed for those infected and affected by HIV/AIDS.

**III. Welcome**

The committee co-chairs welcomed all members and guests.

**IV. Introductions**

Introductions were made.

**V. Approval of Meeting Minutes of last business meeting and Today's Agenda**

Meetings of last business meeting were not available, so will be approved when they become available. Agenda was late, and approved when it arrived.

**Chairperson's Report**

New Co-Chairs are Catherine Williams and Calvin Scarber, who are presiding over their first meeting today. Calvin stated that Rondoe has stepped down from his position to do other things. Last week's meeting, which was a Special Meeting, was for the purpose of allowing members of this group to process feelings of grief and bereavement as a result of having lost dear friends. Although nothing can change the feelings of loss and pain that everyone has, it is now time for this group to attempt to move forward, and be about it's business. Calvin stated that group members need to begin acting, not just talking. He stated that the focus of the group should be CARE for people who are infected with HIV.

Curtis Crowell made a motion that the group continue with the agenda. The motion was adopted.

**V. Unfinished Business**

**A. Body To Body**

Catherine explained the Body-To-Body program, which involves mentoring new members of PWC so that they can move into positions as involved members of the Council and committees. Catherine had been told by staff that at the beginning of the year the low numbers in PWC made the Council non compliant. There was disagreement among this committee about whether or not that information was accurate.

**B. Confidentiality Forms, Tracking Attendance, Membership Agreement**

Calvin explained that an attendance-tracking sheet will be used to determine whether or not attendees of the meetings are members and have voting privileges. This raised the question of whether or not visitors should sit at the table or in chairs surrounding the membership. Curtis Crowell stated that he did not think that visitors should be segregated, and that members should be provided with a card when they arrive which they would hold up when voting. A suggestion was made that if a member wants to bring visitors they call staff and give the person's name. They would be told to come to the meeting 15 minutes after it starts. The names of visitors would be read prior to the meeting, and if anyone felt uncomfortable in the presence of any of the visitors they could leave the

meeting prior to the visitor's arrival. Curtis Crowell said that this committee voted last year to have their meetings closed. Felix Siris noted that although that was correct, they were later provided with documentation that showed that it is federally mandated that all of the Council and committee meetings be open. Per Felix, it was also decided at that time that visitors would sit in a visitor's section, back from the members so that it was obvious who had voting rights. Also, people on this committee wanted the visitors to identify themselves and to state their interest for being at the meeting. Calvin said that members were concerned about being identified by providers in the community who might discriminate against them. **The consensus was that no Standard Operating Procedure exists for dealing with visitors at meetings or for differentiating voting members from visitors.**

A discussion ensued with a question raised by Felix regarding whether or not confidentiality really exists. Felix stated that although Federal laws should offer this protection for PWC, it does not exist because of the mandate for open meetings. Several others expressed an alternative opinion that if someone is HIV+ they need to understand that the only way the general public will become educated about the disease is if they acknowledge their status and talk about it with anyone who will listen.

Catherine explained the **Planning Council Member Agreement** which was developed to clarify the relationship between the volunteers and SEMHAC, and to encourage more active participation by members. The agreement states that voting privileges and membership are contingent upon participation at the subcommittee level, and requires that all Council members select a primary committee in which to participate. Felix did not believe that Full Council had approved the document they were being asked to sign. His concern was verified to be true. **Felix made a motion to table the processing of the document until it had been formally approved by the full membership. The motion passed.**

## **VI. Report on Revision of Bylaws**

Liz, as a member of the Bylaws/Nominations committee reported that during the last meeting of the committee the role of liaison between PWA and the rest of the council was discussed. The Nominations committee voted to recommend that the revised bylaws reflect that one of two voting, At Large members of the Executive Committee be from the PWC Committee, which would provide greater voting representation of the PWC. There was also discussion at the Bylaws meeting of formal mentoring of the Vice-Chair of the Council by the Council Chair on business matters of the Council, which would prepare the Vice-Chair to move into the Chair's role if the position was vacated. Liz stated that she was told in January '03 that she could no longer be the Vice Chair of the

Council because of a Conflict of Interest. A lengthy discussion of Conflict of Interest took place at the Bylaws Committee meeting, and a recommendation will be made that the issue be handled in a fairer, more relaxed and trusting manner, which would simply require that those with a conflict of interest not serve on certain committees, clearly state their conflict of interest, and abstain from all votes in which Conflict of Interest, whether real or perceived, might exist. Liz stated that, after much consideration, she would ask to be reinstated to her position as Vice Chair. **A suggestion was made that a Standard Operating Procedure be developed by this committee, for this committee, and submitted to the Bylaws Committee for inclusion in the Council's SOPs.**

Calvin read several sections of the By Laws that might have particular interest to this committee. The first section stated the responsibilities of the PWC committee. He tied this in to the Body-to-Body program, which would mentor others who could move onto the committee and the Council ensuring that HIV+ individuals are fully represented. Calvin stated that participation in committees and attendance at meetings is critical. To promote 100% participation in the process, at the beginning of each PWC meeting a short training will be provided to familiarize everyone with the roles of each committee of the Council. People can be prepared to select the one/ones that is/are of most interest to them. Other areas of the proposed Bylaws revision discussed were Resignation by Absence, and Code of Conduct.

Liz stated that they also needed other ways to reach out to the community to let people know about PWA and what it does. Felix said that they had previously discussed putting a summation of PWA's minutes in the "Thursday Morning Fax", but that it had not been followed through on. Many agreed that it was a good suggestion.

#### **VII. Needs Assessment Process**

The discussion of Needs Assessment will be postponed until the next meeting because of time constraints.

#### **VIII. Other Business**

Motion by Maxine to choose from among three alternative dates for May's meeting, which falls on Memorial Day. Motion passed and on a motion by Curtis, May 19 was selected from the proposed dates of 5/19, 6/7, and 6/14.

Maxine raised the issue of all cabs not showing up to retrieve people after PWC meetings, and members not knowing what to do with no staff available. It was her understanding, she said, that a staff member was to remain available until all cabs had arrived. A few comments were made about the rudeness of cab drivers. Felix stated that if a cab driver is rude

the driver's name and cab number should be written down and given to SEMHAC's staff for follow up with the cab company. **Felix asked that a procedure be developed by staff for a complaint process and that a report be presented to PWC about how they should handle complaints in the future.**

**IX. Next Meeting**

The next meeting will be on May 19, 2003 from 4-6 PM in the Chapel at the Detroit Health Dept.

**X. Adjournment**

Motion for adjournment was made and passed at about 8:00 PM.

**Chairperson Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairperson Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Recorded By: Karla Handley

Date: 05/01/03